

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name] effective [last working day, typically two weeks from the date above].

After receiving the confirmation of my probation, I have taken some time to reflect on my career goals and have decided to pursue other opportunities that align more closely with my aspirations.

I want to take this opportunity to sincerely thank you and the team for the support and guidance during my time at [Company's Name]. It has been an invaluable experience, and I am grateful for the opportunity to be part of such a dedicated team.

I will ensure a smooth transition and will complete any outstanding tasks before my departure. Please let me know how I can help during this period.

Thank you once again for the opportunity. I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]